

## Mercia Enrichment Courses

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Course title	Level	Description	Apprentice learning outcomes
<b>Dealing with Staff</b>	<b>4</b>	<p>Motivated people with high job satisfaction will do more for the practice. This session looks at what managers can do to build an effective team, including the importance of appraisals and dealing with staff problems.</p> <p><b>What the session includes:</b> Lectured content, case studies and discussion exploring:</p> <ul style="list-style-type: none"> <li>• team dynamics;</li> <li>• what makes people 'tick' in the office;</li> <li>• how to motivate staff day to day;</li> <li>• the importance of periodic appraisals and how to make the most of them;</li> <li>• identifying and dealing with minor difficulties before they become major problems</li> </ul> <p><b>How you'll be able to use this in practice:</b> You'll take away tips to help you understand your staff better; strategies for effective appraisals; stress management methods; and techniques to get the most from staff, improve job satisfaction and boost morale.</p>	<p>3.2 5.3 6.2 6.3 6.4 8.1</p>
<b>Delivering Profitable Assignments</b>	<b>3</b>	<ul style="list-style-type: none"> <li>• Managing the practice numbers, including work in progress and contrasting the traditional hours approach with value billing</li> <li>• Avoiding misunderstandings by agreeing the service to be provided with the client, and managing their expectations throughout</li> <li>• Planning and managing resources</li> <li>• Examining the approach to assignments with a view to improving efficiency</li> <li>• Keeping review time effective and to a minimum</li> <li>• Developing Key Performance Indicators for staff</li> </ul>	<p>1.3 1.4 2.1 2.2 4.2 4.3 6.2 7.2 10.3 13.1</p>

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<b>Effective Communication Skills</b>	<b>3&amp;4</b>	<p>Clients get relatively little face to face time with their accountant yet appreciate it far more than the chargeable hours spent completing their assignments. This course looks at ways to ensure that those meetings are productive and useful, leaving the client feeling that the final invoice represents good value for money.</p> <p><b>The course includes:</b></p> <ul style="list-style-type: none"> <li>• Consider the client's point of view</li> <li>• Ways to improve communication in a meeting or phone call</li> <li>• The science of body language</li> <li>• Tips for effective phone calls</li> <li>• Techniques for more effective meetings</li> <li>• From accountant to advisor – a different set of questions to ask</li> </ul> <p>By employing some of the techniques introduced on the course, meetings and phone calls will be shorter, more focused, with better file notes and clear action points.</p>	<p>Level 3 5.1 5.2 10.1 Level 4 2.3 2.4</p>
<b>Keeping Contented Clients</b>	<b>3</b>	<p>It costs far less to keep a client than to bring in new business. Contented clients are more likely to refer new business to the firm. This course looks at what clients expect from their accountant and suggests ideas firms can implement to ensure those expectations are met.</p> <p><b>The course includes:</b></p> <ul style="list-style-type: none"> <li>• What makes a good client</li> <li>• What clients expect – non-technical points</li> <li>• Ways to exceed those expectations</li> <li>• Keeping up online</li> </ul> <p>Dealing with complaints</p>	<p>1.1 1.2 5.1 5.2 5.3 10.1 10.2 11.3</p>

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<b>Accounts File Preparation and Completion</b>	<b>3</b>	<p>This course is intended for staff who are new to the accountancy profession or who would benefit from learning the importance of a properly structured accounts file.</p> <p><b>Course Content:</b></p> <p>The course explains the importance of maintaining an organised accounts file to support the accounts (and tax computation). It mainly deals with accounts files for unincorporated organisations but company accounts files are briefly considered as a final chapter.</p> <p>The course content includes:</p> <ul style="list-style-type: none"> <li>• Working papers: what should be shown?</li> <li>• Planning: when it is needed and how it should be kept up to date.</li> <li>• Working within a budget and keeping the manager in the loop.</li> <li>• Dealing with missing information and the proper use of suspense accounts.</li> <li>• Analytical review: why it matters and how to do it in a manner that adds value to the file.</li> <li>• Common problems in accounts preparation (including basic tax issues) and how to deal with them.</li> <li>• Raising notes and queries.</li> <li>• Talking to the client.</li> <li>• Completion documentation.</li> <li>• Practical examples and case studies</li> </ul>	1.3 2.1 4.1 4.2 6.1 7.2 7.4 8.1 8.2
<b>Introduction to VAT</b>	<b>3</b>	<p>To familiarise participants with the basic scope of VAT and the bookkeeping entries necessary to record the VAT element of business transactions.</p> <p>This course aims to familiarise participants with basic areas of VAT including:</p> <ul style="list-style-type: none"> <li>• Scope of VAT</li> <li>• Accounting for VAT</li> <li>• The VAT return</li> </ul>	3.1 4.1 4.4

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<b>VAT for Accounts Staff</b>	<b>3</b>	<p>This course is intended for staff that have an understanding of basic VAT principles and have experience of completing VAT returns the course highlights some of the key areas people get wrong when completing or reviewing their clients' VAT records.</p> <ul style="list-style-type: none"> <li>• Review of day to day issues, such as credit notes, bad debts, part exchanges, entertaining costs, vehicles and related expenses</li> <li>• Review alternative VAT schemes, such as flat rate and cash accounting</li> </ul>	3.1 4.4
<b>Accounts File Review</b>	<b>4</b>	<p>Delegates who are responsible for the review of accounts files, or are expecting to start doing so in the near future, to understand the review process and learn techniques for reviewing a file and raising meaningful review points.</p> <p><b>Course Content:</b></p> <p>The course will cover the following areas related to reviewing an accounts file:</p> <ul style="list-style-type: none"> <li>• Step-by-step review guide</li> <li>• Considering the firm's own standards</li> <li>• Common problem areas</li> <li>• Evidencing the review</li> <li>• Ensuring clearance of review points</li> </ul>	1.1 1.3 2.1 2.2 5.3 6.5 9.3 10.4 11.2 12.2 12.3
<b>Auditing basic principles</b>	<b>4</b>	<p>Those staff who have had little to no previous audit experience. Staff should be familiar with basic accounts preparation work.</p> <p><b>Course Content:</b></p> <ul style="list-style-type: none"> <li>• Background to auditing, and key differences to accounts preparation work</li> <li>• Audit objectives</li> <li>• Audit file contents</li> <li>• Recording audit work</li> <li>• Types of audit testing</li> <li>• Dealing with error</li> </ul> <p>Examples and case studies will be used in the course to illustrate the areas covered.</p>	1.1 1.3 2.1 2.2 4.2 5.1 5.3 10.4 11.3 12.2

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<b>Auditing basic testing</b>	<b>4</b>	<p>Those staff who have had little or no previous audit experience but who are familiar with accounts preparation work.</p> <p>Attendees should have attended Auditing: Basic Principles as this course builds on that.</p> <p><b>Course Content:</b></p> <p>Different methods of audit testing</p> <p><b>Practical examples and case studies covering:</b></p> <ul style="list-style-type: none"> <li>• Bank &amp; Cash</li> <li>• Debtors circularisation / after date cash</li> <li>• Stock take attendance</li> <li>• Expenditure</li> <li>• Wages and salaries</li> </ul>	<p>1.1</p> <p>1.2</p> <p>1.3</p> <p>5.1</p> <p>12.1</p> <p>12.2</p> <p>12.3</p>
<b>Auditing - Provisions, Going Concern and Audit Reports</b>	<b>4</b>	<p>This course is aimed at those staff who are involved in the performing and / or reviewing of work on provisions and going concern, and those staff who would be expected to understand and make recommendations on suitable audit report wording.</p> <p><b>Course Content:</b></p> <p>The course will cover the following areas:</p> <ul style="list-style-type: none"> <li>• Accounting for and disclosing requirements for provisions</li> <li>• Disclosure requirements where there is an increased risk of going concern problems</li> <li>• The impact of provisions and going concern issues on risk assessment procedures</li> <li>• Suitable audit work to respond to the risks assessed</li> <li>• Standard audit report wording and an understanding of when and how this should be changed</li> <li>• Practical examples of how to deal with the issues raised</li> </ul>	<p>1.1</p> <p>1.2</p> <p>1.3</p> <p>5.1</p> <p>12.1</p> <p>12.2</p> <p>12.3</p>

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<b>Auditing - Sales, Creditors and Similar Areas</b>	<b>4</b>	<p>Staff who have had some experience of undertaking basic audit testing, and are now moving on to perform more complex audit testing and beginning to complete individual sections or whole files. Ideally previous attendance of introductory courses, such as Auditing: Basic Principles, Auditing: Basic Testing and Auditing: Understanding Audit Objectives will be useful.</p> <p><b>Course Content:</b></p> <p>The course will cover the following audit areas, looking at the main audit objectives and key tests commonly undertaken. We will also look at common problems encountered.</p> <ul style="list-style-type: none"> <li>• Sales and income</li> <li>• Creditors, accruals</li> </ul>	1.1 1.2 1.3 5.1 12.1 12.2 12.3
<b>Auditing - Stock and WIP</b>	<b>4</b>	<p>Staff who have had some experience of undertaking basic audit testing of stock and WIP, and are now moving on to perform more complex audit testing and complete the whole stock section. Ideally previous attendance of introductory courses, such as Auditing: Basic Principles, Auditing: Basic Testing and Auditing: Understanding Audit Objectives will be useful</p> <p><b>Course Content:</b></p> <p>The course will cover the following audit areas, looking at the main audit objectives and key tests commonly undertaken. We will also look at common problems encountered.</p> <ul style="list-style-type: none"> <li>• Stock valuation</li> <li>• WIP</li> <li>• Stock provisions</li> <li>• Third party stock</li> <li>• Consignment stock</li> </ul>	1.1 1.2 1.3 5.1 12.1 12.2 12.3

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<b>Auditing - Understanding Audit Objectives</b>	<b>4</b>	<p>Staff who have had some experience of undertaking basis audit testing and are now moving on to perform more complex audit testing and beginning to complete individual sections or whole files. Ideally previous attendance of introductory courses, such as Auditing: Basic Principles, Auditing: Basic Testing and Auditing: Understanding Audit Objectives will be useful.</p> <p><b>Course Content:</b></p> <p>This course will cover the following areas:</p> <ul style="list-style-type: none"> <li>• Course Content</li> <li>• Audit objectives/assertion</li> <li>• Considering risk</li> <li>• Completion of audit programmes</li> <li>• Substantive and compliance testing</li> </ul>	1.1 1.2 1.3 5.1 12.1 12.2 12.3
<b>Company Accounts - An Introduction</b>	<b>3</b>	<p>This course is aimed at junior staff who have just started, or are about to start, preparing accounts for small companies.</p> <p>It may also be useful to those requiring a refresher course in this area.</p> <p><b>Course Content:</b></p> <p>The course gives staff an understanding of the basic disclosure requirements of small limited companies, according to UK GAAP.</p> <p>The course will include:</p> <ul style="list-style-type: none"> <li>• Determining company size</li> <li>• Sources of guidance</li> <li>• Format of small company accounts</li> <li>• Abridged and Filleted accounts</li> <li>• The Directors' Report</li> <li>• Illustrative examples of typical disclosures</li> <li>• An overview of the accounting requirements for micro entities</li> </ul>	3.1 4.1 4.2 4.4 6.1 6.2 7.2

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<b>Company Accounts - Micro entities</b>	<b>3</b>	<p>This course is aimed at staff who will be required to prepare accounts under the rules for Micro-Entities. Basic knowledge of company accounts preparation under FRSSE rules is assumed. While this course focuses on Micro-Entity rules, information about preparing accounts for Small Companies can be found in our course 'Company Accounts: An Introduction'.</p> <p><b>Course Content:</b></p> <p>The course gives staff an understanding of the basic disclosure requirements of Micro-Entities, according to UK GAAP.</p> <p>The course will include:</p> <ul style="list-style-type: none"> <li>• Determining company size</li> <li>• Why prepare Micro-Entity Accounts?</li> <li>• Sources of guidance</li> <li>• The format &amp; content of Micro-Entity accounts</li> <li>• Illustrative examples of typical disclosures</li> </ul>	<p>3.1 4.1 4.2 4.4 6.1 6.2 7.2</p>
<b>Company Accounts - Difficult Disclosure Areas</b>	<b>4</b>	<p>Those responsible for preparing more complex sets of limited company accounts. Knowledge of the basic disclosure requirements of simple sets of limited company accounts is assumed.</p> <p><b>Course Content:</b></p> <p>The course will cover the disclosure requirements under FRS 102, including in relation to:</p> <ul style="list-style-type: none"> <li>• Related party transactions</li> <li>• Loans to directors</li> <li>• Deferred tax</li> <li>• Provisions and contingencies</li> <li>• Issues around accounting for properties</li> </ul>	<p>1.1 1.2 2.1 2.2 5.3 10.1 10.4</p>



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<b>Company Accounts - Introduction to Group Accounts</b>	<b>4</b>	<p>This course is aimed at staff with experience of company audits but who are now responsible for preparing and/or auditing group accounts.</p> <p><b>Course Content:</b></p> <p>The course will cover the following areas related to preparing and/or auditing group accounts:</p> <ul style="list-style-type: none"> <li>• Basic principles of consolidation</li> <li>• Control and non-controlling interests</li> <li>• Goodwill on consolidation</li> <li>• Step by step guide to preparing a consolidated balance sheet and profit and loss account</li> <li>• Disclosure requirements</li> <li>• Exemptions from consolidation</li> <li>• A brief look at accounting for associates and joint ventures</li> </ul>	<p>FSLC</p> <p>1.1</p> <p>1.2</p> <p>2.1</p> <p>2.2</p> <p>5.3</p> <p>10.1</p> <p>10.4</p>
<b>Company Accounts - Medium and Large Companies</b>	<b>4</b>	<p>The course is for staff that need to expand their knowledge of reporting to learn to deal with common FRS 102 issues for medium and large Companies. This course is aimed at staff that already have a good grasp of small company disclosure requirements.</p> <p><b>Course Content:</b></p> <p>The course will include:</p> <ul style="list-style-type: none"> <li>• Companies Act accounts disclosure requirements for medium and large companies</li> <li>• Strategic and Directors' report requirements for medium and large companies</li> <li>• The preparation and disclosure requirements for cash flow statements</li> <li>• Differences between FRSSE 2015 (small companies) and FRS 102</li> </ul>	<p>1.1</p> <p>1.2</p> <p>2.1</p> <p>2.2</p> <p>5.3</p> <p>10.1</p> <p>10.4</p>

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<b>Introduction to Capital Gains Tax</b>	<b>4</b>	<p>This course is intended for staff who need to be able to carry out calculations of basic capital gains for declaration on personal self assessment tax returns. It is not suitable for those wanting an in depth understanding of the more complex areas of capital gains tax or the full range of reliefs available. The course assumes no prior knowledge of capital gains tax.</p> <p><b>The workshop will include:</b></p> <ul style="list-style-type: none"> <li>• What is a capital gain</li> <li>• How to calculate the gain, including shares and chattels</li> <li>• How to calculate the liability</li> <li>• An overview of some entrepreneurs relief</li> <li>• What happens when a loss arises</li> </ul> <p>Relevant examples and quiz questions will be used to check your understanding.</p> <p>The course is a basic introduction and will not cover capital gains for companies.</p>	PLTX 1.1 1.2 1.3
<b>Capital Allowances – The Basics</b>	<b>4</b>	<p>To review the basic capital allowance principles, including a look at qualifying assets and the allowances available.</p> <p><b>The workshop will include:</b></p> <ul style="list-style-type: none"> <li>• Assets qualifying for allowances</li> <li>• Writing down allowances</li> <li>• Annual investment allowance</li> <li>• Disposals</li> <li>• Private use adjustments</li> </ul> <p>Relevant examples, quiz questions and case studies will be used to check your understanding.</p> <p>The course is a basic introduction and will not for example cover cars which are included in the Capital Allowances: The Next Stage online workshop.</p>	PLTX BSTX 1.1 1.2 1.3 5.1 10.4

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<b>Capital Allowances – The Next Stage</b>	<b>4</b>	<p>This course is suitable for those who are fairly familiar with business tax computations (whether for unincorporated or corporate organisations) but need a greater understanding of where to draw the line between capital and revenue expenditure and the capital allowances available.</p> <p><b>The workshop will include:</b></p> <ul style="list-style-type: none"> <li>• Assets and expenditure qualifying for capital allowances</li> <li>• Computation of capital allowances including: <ul style="list-style-type: none"> <li>○ Annual Investment Allowance considerations</li> <li>○ Short and long life assets</li> <li>○ Cars</li> </ul> </li> <li>• Other issues including capital allowances on incorporation</li> </ul> <p>Relevant examples, quiz questions and case studies will be used to check your understanding.</p>	PLTX BSTX 1.1 1.2 1.3 5.1 10.4
<b>Calculating Trade Profits</b>	<b>4</b>	<p>This course is suitable for those who are starting to prepare business accounts and/or business tax computations (whether for unincorporated or corporate organisations).</p> <p>By the end of the course participants will be familiar with the basic rules governing the calculation of taxable profits for a self-employed client and a company.</p> <ul style="list-style-type: none"> <li>• General principles of allowable/disallowable expenditure</li> <li>• Calculation of plant and machinery capital allowances</li> <li>• Trading income computations</li> </ul>	PLTX BSTX 1.1 1.2 1.3 5.1 10.4
<b>Calculating Personal Tax</b>	<b>4</b>	<p>This course is suitable for those who will become involved in the preparation of basic self assessment tax returns. No prior knowledge is assumed. By the end of the workshop participants will be familiar with the basic principles of calculating an individual's income tax liability.</p> <ul style="list-style-type: none"> <li>• Review of the different sources of income</li> <li>• Determination of deductions at source</li> <li>• Tax rates and allowances</li> <li>• Income tax computations and payment</li> <li>• National insurance contributions</li> <li>• High income child benefit charge</li> </ul> <p>Relevant examples, quiz questions and case studies will be used to check your understanding.</p>	PLTX BSTX 1.1 1.2 1.3 5.1 10.4

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<b>Calculating Corporation Tax</b>	<b>4</b>	<p>By the end of the workshop participants will be familiar as to the scope and computation of tax payable in respect of corporate clients.</p> <ul style="list-style-type: none"> <li>• Proforma corporation tax computation</li> <li>• Financial years and corporation tax rates</li> <li>• Periods of account and accounting periods</li> <li>• Loans to participators</li> <li>• Payment of corporation tax</li> </ul> <p>Relevant examples, quiz questions and case studies will be used to check your understanding.</p>	PLTX BSTX 1.1 1.2 1.3 5.1 10.4
<b>Introduction to PAYE and NI</b>	<b>4</b>	<p>This interactive course will give an overview of the UK's Pay As You Earn and National Insurance regime for those who are new to this area.</p> <p><b>It will cover:</b></p> <ul style="list-style-type: none"> <li>• Pay for PAYE purposes</li> <li>• Tax codes and personal allowances</li> <li>• National Insurance</li> <li>• PAYE Compliance</li> </ul>	PLTX BSTX 1.1 1.2 1.3 5.1 10.4
<b>Employment Benefits and P11Ds</b>	<b>4</b>	<p>To familiarise participants with the calculation of common P11D benefits together with the tax and NI implications.</p> <p><b>Using case studies and examples this course looks at:</b></p> <ul style="list-style-type: none"> <li>• Calculation and treatment of the main benefits e.g. company cars, beneficial loans, reimbursed expenses</li> <li>• National Insurance</li> <li>• PAYE settlement agreements</li> <li>• Administration and penalties</li> </ul> <p><b>Who should take the course?</b></p> <p>This course is suitable for participants who have worked between 12 and 24 months in the profession and have little or no knowledge of employment benefits and P11D completion.</p>	PLTX 1.1 1.2 1.3 5.1 10.4

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<b>Business Tax Commencement and Cessation Rules</b>	<b>4</b>	<p>By the end of the workshop participants will have considered commencement and cessation rules for an unincorporated business and the implications of a change in accounting date. The course will also act as a refresher on the self-assessment system and payments on account.</p> <ul style="list-style-type: none"><li>• Self-assessment</li><li>• Commencement and cessation rules</li><li>• Overlap profits</li><li>• Change of accounting date</li></ul> <p>Relevant examples, quiz questions and case studies will be used to check your understanding.</p>	PLTX BSTX 1.1 1.2 1.3 5.1 10.4
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